

**REQUESTS BY MAIL OR FAX  
CIVIL AND CRIMINAL CASE FILES ONLY**

The National Archives and Records Administration (NARA) – Pacific Region (Laguna Niguel) accepts requests for photocopies of civil and criminal case files, and forwards the photocopies to the requestor via U.S. Postal Service (USPS) or FAX. Requestors may obtain photocopies of either the **ENTIRE CONTENTS** of a case file, the **CRIMINAL PACKAGE**, or specific **REQUESTED DOCUMENTS** off the docket sheet.

Please follow the 5 steps below to obtain certified or uncertified copies of civil or criminal case files:

021-  
CASE FILE NUMBER  
CASE FILE NAME

**STEP 1 FOR EACH CASE, OBTAIN THE FOLLOWING INFORMATION FROM THE COURT WHERE THE CASE WAS FILED AND CLOSED. PLEASE USE ONE FORM PER CASE.**

AGENCY BOX NUMBER  
NARA LOCATION NUMBER  
NARA ACCESSION NUMBER

**STEP 2** Identify whether you want the **ENTIRE CONTENTS** of the case file, the **CRIMINAL PACKAGE**, or specific **REQUESTED DOCUMENTS** off the docket sheet:

*The **ENTIRE CONTENTS** of the case file.* This option includes ALL of the documents in the requested case file and costs \$35.00 for the first 100 pages and \$.50 per page thereafter.

**\*\*\*\*FAX service is NOT available with this option.\*\*\***

*The **CRIMINAL PACKAGE** containing two commonly requested documents.* This option includes the documents listed below **ONLY**. All questions concerning file contents should be directed to the appropriate U.S. District Court. The **photocopy** cost of the **PACKAGE** is \$10.00.

- Either the Judgment and Sentence OR Probation/Commitment Order.
- Either the Indictment, Rule 20, OR Information.

***REQUESTED CIVIL DOCUMENTS** from the docket sheet.* This option includes specific documents highlighted or otherwise clearly marked on a copy of the CIVIL docket sheet obtained from the court. All questions concerning file contents should be directed to the appropriate U.S. District Court. The **total** cost of the **REQUESTED CIVIL DOCUMENTS** is \$35.00 for the first 100 pages and \$.50 per page thereafter.

***REQUESTED CRIMINAL DOCUMENTS** from the docket sheet.* This option includes specific documents highlighted or otherwise clearly marked on a copy of the CRIMINAL docket sheet obtained from the court. All questions concerning file contents should be directed to the appropriate U.S. District Court. The **total** cost of the **REQUESTED CRIMINAL DOCUMENTS** is \$30.00 for the first 100 pages and \$.50 per page thereafter.

**CERTIFICATION** is a verification of true, legal copies and costs and additional \$6.00.  
**Certification is NOT available with FAX service.**

**FAX SERVICE** is available for the PACKAGE or REQUESTED DOCUMENTS ONLY. NARA will **ONLY** return the first 50 pages of your request via FAX.  
Photocopies in excess of 50 pages will be returned via U.S. Postal Service.

SEARCHER'S REMARKS  
DATE OF SEARCH  
SEARCHER'S INITIALS

**STEP 3** Print your name, mailing address, **AND** telephone number below:

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE \_\_\_\_\_

DAYTIME TELEPHONE NUMBER: \_\_\_\_\_

FAX MACHINE NUMBER: \_\_\_\_\_

TO THE ATTENTION OF: \_\_\_\_\_

**STEP 4** Check the box next to the copy work prices you wish for us to fulfill. We will **ONLY** process the request for the box(es) that you have marked FOR CIVIL OR CRIMINAL FILES ONLY.

- |                          |  |         |
|--------------------------|--|---------|
| <input type="checkbox"/> | ENTIRE CONTENTS (UP TO 100 PAGES) .....                        | \$35.00 |
| <input type="checkbox"/> | ENTIRE CONTENTS (UP TO 100 PAGES) CERTIFIED .....              | \$41.00 |
| <input type="checkbox"/> | CRIMINAL PACKAGE (MAILED) .....                                | \$10.00 |
| <input type="checkbox"/> | CRIMINAL PACKAGE (MAILED) CERTIFIED .....                      | \$16.00 |
| <input type="checkbox"/> | CRIMINAL PACKAGE (FAXED) .....                                 | \$10.00 |
| <input type="checkbox"/> | REQUESTED CIVIL DOCUMENTS (UP TO 100 PAGES) .....              | \$35.00 |
| <input type="checkbox"/> | REQUESTED CIVIL DOCUMENTS (UP TO 100 PAGES) CERTIFIED .....    | \$41.00 |
| <input type="checkbox"/> | REQUESTED CIVIL DOCUMENTS (UP TO 50 PAGES) FAXED .....         | \$35.00 |
| <input type="checkbox"/> | REQUESTED CRIMINAL DOCUMENTS (UP TO 100 PAGES) .....           | \$30.00 |
| <input type="checkbox"/> | REQUESTED CRIMINAL DOCUMENTS (UP TO 100 PAGES) CERTIFIED ..... | \$36.00 |
| <input type="checkbox"/> | REQUESTED CRIMINAL DOCUMENTS (UP TO 50 PAGES) FAXED) .....     | \$30.00 |

Make checks or money orders payable to: **NATIONAL ARCHIVES TRUST FUND**

**STEP 5** PAYMENT MAY BE IN THE FORM OF A MONEY ORDER, PERSONAL PRE-PRINTED CHECK, VISA, MASTERCARD, DISCOVER, OR AMERICAN EXPRESS  
**PLEASE DO NOT MAIL CASH**

Mail your payment and/or this completed form to:

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
OFFICE OF THE REGIONAL RECORDS SERVICES – PACIFIC DIVISION  
ATTN: TRUST FUND UNIT  
24000 Avila Road, 1<sup>st</sup> Floor, East Entrance  
Laguna Niguel, CA 92677-3497**

Or FAX your request to us at (949) 360-2636, if paying by credit card. If charging this purchase to your VISA, MASTERCARD, DISCOVER, OR AMEX credit card, please circle the appropriate card above, enter the account number, expiration date, fees authorized, and sign below.

CREDIT CARD # \_\_\_\_\_ EXP. DATE: \_\_\_\_/\_\_\_\_

TOTAL FEES AUTHORIZED: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**\*\*\*\*NOTE: MAIL AND FAX REQUESTS WILL NOT BE TAKEN BY TELEPHONE\*\*\*\***

**YOUR REQUEST AND ANY FEES SUBMITTED WILL BE RETURNED TO YOU IF:**

- The information supplied in **STEP 1** is incorrect or incomplete.
- The name on the case file does not match the name requested.
- You fail to enclose a check or money order or credit card number OR the amount is incorrect.
- Authorization cannot be obtained for the credit card number you supplied.

- e. Clearly marked Docket Sheet for ***Requested Documents*** is not received.
- f. Your ***Entire Case*** or ***Requested Documents*** contains over 100 pages
- g. Federal agency requests are submitted without proper fees.

To request an appointment to review a file at our facility, call (949) 360-2629 (Monday through Friday, 9:00 a.m. to 4:30 p.m.)

THE PER UNIT CHARGES LISTED ABOVE ARE VALID UNTIL 12/31/03